

Message

From: Chalfant, Mark [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8C1D644333F94EA2AFF756BE6469E5AD-CHALFANT, MARK]
Sent: 7/18/2016 9:24:05 PM
To: Hoogerheide, Roger [Hoogerheide.Roger@epa.gov]
CC: Hallauer, Lori [Hallauer.Lori@epa.gov]; Wilder, Scott [Wilder.Scott@epa.gov]; Cirian, Mike [Cirian.Mike@epa.gov]
Subject: RE: SEMS Coding Sheets
Attachments: ARCO 104(e)-SF_Doc_Coding_Sheet_Chalfant_2016.07.18.pdf

Roger,
Per our conversation, here's the completed coding sheet for the ARCO 104(e). I'm only returning a coding sheet for uncontrolled docs and marked it "ARCO 104(e)" we have determined that we don't have any ARCO responsive, privileged documents to code.

Lori--Thank you for coding the documents on an individual document basis and for creating a record that links the individual documents back to specific 104(e) questions.

Thanks!
Mark

-----Original Message-----

From: Hoogerheide, Roger
Sent: Tuesday, July 12, 2016 9:37 AM
To: Chalfant, Mark <Chalfant.Mark@epa.gov>
Cc: Hallauer, Lori <Hallauer.Lori@epa.gov>
Subject: FW: SEMS Coding Sheets

Mark,

Can you print and sign this so that the records center can start sending you files via express link?

-----Original Message-----

From: Hoogerheide, Roger
Sent: Friday, July 01, 2016 10:26 AM
To: Chalfant, Mark <Chalfant.Mark@epa.gov>
Cc: Cirian, Mike <Cirian.Mike@epa.gov>; Hallauer, Lori <Hallauer.Lori@epa.gov>; joe vranka (vranka.joe@epa.gov) <vranka.joe@epa.gov>
Subject: SEMS Coding Sheets

Mark,

A couple of months ago, you, Lori (Montana Records center) and I had a discussion about the process for ensuring correspondence, documents, reports, etc. get filed in the CFAC Site file.

As part of that process, please find attached signed SEMS coding sheets that I would like you to sign and send back to Lori. These coding sheets cover all site items that I have deemed to be a site record that were received by me between April 1, 2016 and June 30, 2016. Over the next couple of weeks, Lori will begin to post these in Express Link for your review and concurrence.